



California Tax Credit Allocation Committee

Annual Operating Expense (AOE) Report

Electronic Filing Form

2006

INTRODUCTION

Welcome to the electronic Annual Operating Expense Report (AOE). In an effort to capture operating expense information for the various low-income housing projects this electronic form was created. It can be e-mailed to the California Tax Credit Allocation Committee (CTCAC). This electronic form also reduces the time needed to collect operating expense information. CTCAC will collect this information for our database to track how operating costs change from year to year.

OVERVIEW

This electronic form is a Microsoft Excel spreadsheet that will expedite entry of project data into TCAC's database. You must have Microsoft Excel in order to use the form. One spreadsheet must be completed for each property.

When the spreadsheet file(s) are finished, please e-mail to:

TCAC@treasurer.ca.gov

Multiple files may be attached to a single email or each file may be sent individually.

! Please do not make any changes to the spreadsheet or convert the Excel file to another file format.

GETTING STARTED

Go to <http://www.treasurer.ca.gov/ctcac/compliance.htm> and scroll down the page to the link: [Annual Operating Expense Report](#).

- For Microsoft Internet Explorer Users, right click on the link and choose “*Save Target As...*” and save the file to your hard drive.
- For Mozilla Firefox Users, right click on the link and choose “*Save Link As...*” and save the file to your hard drive.

Open the file from the computer’s hard-drive and enter the required information (see detailed instructions on the following pages).

FINISHING A PROJECT

After correctly entering all of the information in the AOE save the file with a meaningful name such as “AOE_” followed by the project TCAC number or property name.

Example:
AOE_CA-2005-999.xls
or
AOE_RollingHillApt.xls

Email the Excel file to: **TCAC@treasurer.ca.gov**.

If you have any questions or difficulties using this electronic form, please contact TCAC at (916) 654-6340.

Data Entry Information

The AOE spreadsheet is protected to reduce problems associated with format changes and addition and deletion of cells. Input only the data requested in the yellow cells. The following instructions will help you complete the AOE accurately and correctly.

California Tax Credit Allocation Committee		
1	REPORTING YEAR: 2004	
ANNUAL OPERATING EXPENSE REPORT (AOE) <small>Rev. 12/04</small>		
2	Reporting Period: January 1 through December 31	
	Project Number: CA-2000-105	(Use "CA-yyyy-nnn" format)
	Date Prepared: 2/7/2005	(mm/dd/yyyy)
3	Total Occupied Units: 68	(as of December 31; from item xviii on AOC)

Figure 1

- 1 Project Number:** Enter the number assigned by the CTCAC to this project. The format is CA-YYYY-NNN, where YYYY represents the four digits of the year and the NNN represents the sequence number.
- 2 Date Prepared:** Enter the date the AOE is being created. If the entry of the AOE extends over more than one day, the date the AOE was completed should be used. Use a standard date format (mm/dd/yyyy).
- 3 Total Occupied Units:** Enter the number of occupied units as of December 31, 2003. It should be the same as the number found on the Annual Owner's Certification (AOC) - item xviii.

General Administrative		Maintenance	
Advertising:	\$0	Painting:	\$0
Insurance:		Repairs:	\$0
Legal:		Trash Removal:	\$0
Accounting/Auditing:		Exterminating:	\$0
Security:		Grounds:	\$0
Other General:		Elevator:	\$0
Total Administrative:		Maintenance 1 (Specify):	\$0
Management		Other Maintenance 2 (Specify):	\$0
Management Fee:	\$0	Total Maintenance:	\$0
Utilities		Other Expenses	

ADVERTISING:
INCLUDE all costs associated with attracting tenants to the project. Examples are newspaper and magazine ads, referral services, etc. EXCLUDE rent concessions.

Figure 2

- 4 Information Box:** The yellow information box can be moved out of the way by simply clicking and dragging.

Maintenance		
Painting:	\$0	
Repairs:	\$18,124	
Trash Removal:	\$12,514	
Exterminating:	\$1,854	
Grounds:	\$9,857	
Elevator:	\$0	
Other Maintenance 1 (Specify):	\$1,145	Plumbing
Other Maintenance 2 (Specify):	\$352	Cleaning Supplies
Total Maintenance:	\$43,846	
Other Expenses		
Other 1 (Specify):	\$752	Rent Concessions
Other 2 (Specify):	\$612	Solar Power System
Other 3 (Specify):	\$250	Other
Other 4 (Specify):	\$0	
Total Other:	\$1,614	

NOTE: Specify type of expense below for "other" categories

Dropdown box
Fill-in box
Dropdown box
Dropdown box
Fill-in box

Figure 3

Costs:

Enter the costs incurred during the reporting Year for the subject property in the yellow fields. The fields have been set-up to accept numeric values only.

If an item does not apply use the numeric zero (0). **DO NOT use any text, such as, "n/a", "none", etc.** Each subtotal field (blue colored fields) has a calculated formula so no addition is necessary. These subtotal fields are protected to avoid changes and input errors.

The 'Maintenance' and 'Other Expenses' categories have fields for other items that are not listed on the form (**see figure 3**). These fields should be utilized for miscellaneous costs, etc. Please remember that you may need to group costs for fields that are not listed. Use the dropdown boxes (figure 3) to select standard expense categories. If a category is not listed, choose "other" or use the fill-in boxes to specify the type of expense.